

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Technology Analyst
Position Number: 58102056 (2 positions available)
Division: Information Technology and Processing
Band/Salary: 6 / \$41,285 - \$51,606/yr DOQ
Status: Permanent/Full-time
City: Helena
Union: No
Supplement: No
Closing Date: March 28, 2008

The Department of Revenue is looking for energetic and enthusiastic individuals who enjoy working in a fast-paced technical environment. To be successful as a Technology Analyst, you must be analytical, logical, skilled in trouble-shooting, and have both a strong work ethic and a positive attitude. This position requires that you be self-motivated, have the ability to work both independently and as part of a team, and that you communicate effectively and professionally with co-workers. If you excel in a dynamic computing environment, make sound decisions, and are accountable for them, we encourage you to apply.

Technology Analysts provide professional support to the department's computing environment. Work involves installing, supporting, and operating computer resources; researching hardware/software specifications, pricing and availability; and developing techniques and strategies for improving the efficiency and effectiveness of the department's computing environment. Candidates must have:

- Knowledge of hardware and software; network operating systems; desktop operating systems; network topology; mid-range and mainframe systems; and inventory and licensing practices.
- Analytical skills; skill and ability to read technical materials and interpret, comprehend, and utilize information obtained; and to perform needs assessment services and feasibility analysis of computer systems.
- Ability to adhere to ethical standards; adapt readily to new situations and effectively resolve problems; make appropriate decisions and use good judgment; work on multiple tasks and manage time effectively; and to work effectively with little or no guidance.
- Skill and ability to communicate and mentor coworkers and users regarding supported hardware/software, predominantly over the phone, and to provide timely and effective written, oral, and interpersonal communication.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in computer science, math, or closely related field and two years of experience including network operating systems; local area networks and associated equipment; installing, supporting and operating microcomputers and associated operating systems; hardware/software troubleshooting and problem isolation; and end-user assistance. Other relevant combinations of education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$45,000 / yr is:

Wages:	\$45,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 3,105.00

Total Average Wage Package \$55,185.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.